

MARINE MAMMAL COMMISSION

14 November 2018

Re: FOIA Requests # **NGC18-179** and **NGC18-367**

Ms. Emma Best
MuckRock News
411A Highland Avenue
Dept. MR 49294
Somerville, MA 02144

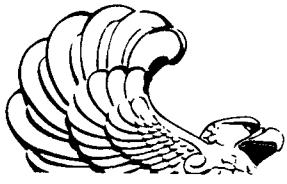
Dear Ms. Best:

This letter responds to two Freedom of Information Act (FOIA) requests that you submitted to the National Archives and Records Administration seeking copies of forms filed with the Information and Security Oversight Office (SF-311 and SF-716). The National Archives referred the pertinent documents originating with the Marine Mammal Commission to me for review and disposition. I have determined that release of these documents in their entirety is appropriate. Those documents, along with copies of the referral letters are enclosed.

Sincerely,

Michael L. Gosliner, Esq.,
General Counsel

Enclosures



NATIONAL
ARCHIVES

Date: 10/17/2018

To: Michael Gosliner
FOIA Officer
Marine Mammal Commission
4340 East-West Highway, Suite 700
Bethesda, MD 20814

From: Joseph A. Scanlon
FOIA & Privacy Act Officer
National Archives and Records Administration
Office of General Counsel
8601 Adelphi Road, Room 3110
College Park, MD 20740

Subject: Referral of FOIA of Emma Best
NARA tracking number: NGC18-179
Agency Security Classification Management Program Data (All available years)

Your agency's Security Management is required to file an annual Agency Security Classification Management Program Data report with the Information Security Oversight Office (SF-311 Form) each year. The requester, Emma Best, has asked for copies of the SF-311 Forms you completed and filed with us for all available years. Enclosed are copies of each SF-311 Form that your agency completed and submitted to NARA between the years 1995 to 2012.

Please review these documents for any redactions you wish to make under applicable FOIA exemptions, and **respond directly to the requester**. NARA is not requesting that any information be withheld on its behalf.

NARA has provided its own SF-311 Forms to the requester and closed her request to us on September 28, 2018. We have notified the requester of this referral to your agency for direct response to her.

A copy of the requestor's initial request to NARA is enclosed. If you have any questions about this referral, please contact Jodi Foor, Deputy FOIA Officer, 301-837-2099, or jodi.foor@nara.gov. Thank you for your attention to this matter.



September 28, 2018

VIA *FOIAonline*

Emma Best
MuckRock News
411A Highland Ave.
Dept. MR 49294
Somerville, MA 02144

Re: Freedom of Information Act Request: NGC18-179

Dear Ms. Best:

This is in response to your Freedom of Information Act (FOIA) request dated February 19, 2018, and received in our office on February 20, 2018. Your request was assigned *FOIAOnline* tracking number NARA-NGC-2018-000333, as well as the above internal tracking number. In your request, you stated that you were seeking "Copies of all SF-311 forms submitted to NARA from all agencies for all available years."

We conducted a search and were able to locate National Archives and Records Administration (NARA) SF 311 forms received dating from 1997-2016. We are releasing eighteen (18) documents in full with no redactions. These documents are being provided in PDF format and uploaded to *FOIAOnline*.

We also located the SF 311 forms provided to NARA from other government agencies. Although NARA was provided the forms, the information within the forms belong to the government agencies who submitted the forms. Therefore, we are referring these SF 311 forms to the agencies for review. You will receive a direct response from those agencies.

This completes the processing of your FOIA request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and

the envelope should be clearly marked “Freedom of Information Act Appeal.” If you submit your appeal by e-mail please send it to FOIA@nara.gov, also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number NGC18-179 and your *FOIAOnline* tracking number.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Gary M. Stern for assistance at the address below:

National Archives and Records Administration
8601 Adelphi Road, Room 3110
College Park, MD 20740-6001
301-837-1750
garym.stern@nara.gov

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman’s office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road—OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770
1-877-684-6448

Thank you for contacting the National Archives and Records Administration, and please feel free to also contact me directly if you have any questions about this FOIA request.

Sincerely,

/s/9/28/2019
Jodi L. Foor
Deputy FOIA Officer
National Archives and Records Administration
Office of General Counsel
(301) 837-2099
jodi.foor@nara.gov

/s/08.27.2018

Official: NGC

Reading: NGC

Information Copy: NGC

NGC:jlfoor/jlf 09/28/2018

S:FOIA/FOIA CASE FILES/FY 2018 NGC18-179 – FOIA request File code 1103-6

Request Details
Request Type : FOIA

Status : Initial Evaluation Due Date : N/A
 0 (Never Started)

Submitted

Evaluation

Assignment

Processing

Closed

Request Details

Tracking Number : NARA-NGC-2018-000333

Submitted Date : 02/19/2018

Requester : Emma Best

Last Assigned Date : 02/19/2018

Organization : N/A

Fee Limit : \$0.00

Requester Has Account : Yes

Request Track : Complex

Email Address : 49294-

Due Date : N/A

89558481@requests.muckrock.com

Assigned To : Office of General Counsel

Phone Number : N/A

Last Assigned By : N/A

Fax Number : N/A

Address : MuckRock News, 411A
Highland Ave

DEPT MR 49294

City : Somerville

State/Province : MA

Zip Code/Postal Code : 02144

Submission Details

Case File

Admin Cost

Assigned Tasks

Comments (0)

Review

Request Handling

Requester Info Available to : Yes
the Public :

Request Perfected : No

Request Track : Complex

Acknowledgement Sent Date:

Fee Category : Select Fee Category

Unusual Circumstances ? : No

Fee Waiver Requested: Yes

5 Day Notifications:

Fee Waiver Status: Pending Decision

Litigation : No

Expedited Processing No

Requested :

Expedited Processing Status : N/A

Request Description

Short Description :

NGC18-179

To Whom It May Concern: This is a request under the Freedom of Information Act. I hereby request the following records: Copies of all SF-311 forms submitted to NARA from all agencies for all available years. As such, my primary purpose is to inform about government activities by reporting on it and making the raw data available and I therefore request that fees be waived. The requested documents will be made available to the general public, and this request is not being made for commercial purposes. In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires. Sincerely, Emma Best

Description Available to the : No
Public :

Has Description Been
Modified?

Attached Supporting Files

No supporting files have been added.

Upload Supporting Files

No attachments have been added.

AGENCY INFORMATION SECURITY PROGRAM DATA			1. PERIOD COVERED								
			A. FROM 10/1/94	B. TO 9/30/95	0230-GSA-AN						
2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT Marine Mammal Commission			3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and telephone no.) Anne K. Kiley Administrative Officer (202) 606-5504								
4. SENIOR OFFICIAL (Section 6.3, E.O. 12356) John R. Twiss, Jr., Executive Director											
5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES											
A. TOP SECRET		B. SECRET	C. CONFIDENTIAL	D. TOTAL							
0		0	0	0							
6. ADDITIONAL DECLASSIFICATION AUTHORITIES											
A. TOP SECRET		B. SECRET	C. CONFIDENTIAL	D. TOTAL							
0		0	0	0							
7. CLASSIFICATION DECISIONS		ORIGINAL			DERIVATIVE						
		DATE OR EVENT		ORIGINATING AGENCY'S DETERMINATION REQUIRED (O.A.D.R.)							
(a)		(b)	(c)								
A. TOP SECRET		N/A	N/A		N/A						
B. SECRET		N/A	N/A		N/A						
C. CONFIDENTIAL		N/A	N/A		N/A						
8. MANDATORY REVIEW REQUESTS AND APPEALS		CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION									
REQUESTS		CASES CARRIED OVER FROM PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	DECLASSIFICATION DECISIONS (Report in cases, documents, and pages)					CASES CARRIED OVER TO NEXT PERIOD (f)		
				GRANTED IN FULL (c)		GRANTED IN PART (d)		DENIED (e)			
APPEALS		CASES	DOCS.	PAGES	CASES	DOCS.	PAGES	CASES	DOCS.	PAGES	0
9. SYSTEMATIC REVIEW FOR DECLASSIFICATION (in pages)		10. NUMBER OF FORMAL INSPECTIONS, SURVEYS, OR PROGRAM REVIEWS									
A. REVIEWED N/A		B. DECLASSIFIED N/A					0				
11. NUMBER OF INFRACTIONS INVOLVING:											
A. OVERCLASSIFICATION 0		B. UNDERCLASSIFICATION 0		C. CLASSIFICATION WITHOUT AUTHORITY 0			D. MISMARKING 0				
1. IMPROPER DESTRUCTION 0	F. UNAUTHORIZED ACCESS 0	G. IMPROPER STORAGE 0	H. IMPROPER REPRODUCTION 0		I. IMPROPER TRANSMISSION 0		J. OTHER (Elaborate under Item 12) 0				
2. REMARKS											

AGENCY INFORMATION SECURITY PROGRAM DATA			1. PERIOD COVERED			INTERAGENCY REPORT CONTROL NUMBER 0230-GSA-AN						
			A. FROM 10/1/95	B. TO 9/30/96								
2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT Marine Mammal Commission			3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and telephone no.) Mrs. Nancy L. Shaw Administrative Officer (301/504-0087)									
4. SENIOR OFFICIAL (Section 6.3, E.O. 12366) John R. Twiss, Jr., Executive Director												
5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES												
A. TOP SECRET		B. SECRET		C. CONFIDENTIAL		D. TOTAL						
0		0		0		0						
6. ADDITIONAL DECLASSIFICATION AUTHORITIES												
A. TOP SECRET		B. SECRET		C. CONFIDENTIAL		D. TOTAL						
0		0		0		0						
7. CLASSIFICATION DECISIONS		ORIGINAL				DERIVATIVE						
		DATE OR EVENT		ORIGINATING AGENCY'S DETERMINATION REQUIRED (O.A.D.R.)								
(a)		(b)		(c)								
A. TOP SECRET		N/A		N/A		N/A						
B. SECRET		N/A		N/A		N/A						
C. CONFIDENTIAL		N/A		N/A		N/A						
8. MANDATORY REVIEW REQUESTS AND APPEALS												
CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION												
8. MANDATORY REVIEW REQUESTS AND APPEALS	CASES CARRIED OVER FROM PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	DECLASSIFICATION DECISIONS (Report in cases, documents, and pages)						CASES CARRIED OVER TO NEXT PERIOD (f)			
			GRANTED IN FULL (c)			GRANTED IN PART (d)				DENIED (e)		
			CASES	DOCS.	PAGES	CASES	DOCS.	PAGES		CASES	DOCS.	PAGES
A. REQUESTS	0	0	0	0	0	0	0	0	0	0		
B. APPEALS	0	0	0	0	0	0	0	0	0	0		
9. SYSTEMATIC REVIEW FOR DECLASSIFICATION (in pages)						10. NUMBER OF FORMAL INSPECTIONS, SURVEYS, OR PROGRAM REVIEWS						
A. REVIEWED			B. DECLASSIFIED									
N/A			N/A			0						
11. NUMBER OF INFRACTIONS INVOLVING:												
A. OVERCLASSIFICATION		B. UNDERCLASSIFICATION		C. CLASSIFICATION WITHOUT AUTHORITY			D. MISMARKING					
0		0		0			0					
E. IMPROPER DESTRUCTION	F. UNAUTHORIZED ACCESS	G. IMPROPER STORAGE	H. IMPROPER REPRODUCTION		I. IMPROPER TRANSMISSION		J. OTHER (Elaborate under Item 12)					
0	0	0	0		0		0					
12. REMARKS												

(IMPORTANT — Read instructions on reverse before completing this form)		INTERAGENCY REPORT CONTROL NUMBER 0230-NAR-AN				
AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA		1. FISCAL YEAR COVERED FY 1997				
2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT Marine Mammal Commission		3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and telephone no.) Nancy L. Shaw, Administrative Officer 301/504-0087				
4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958) John R. Twiss, Jr., Executive Director						
5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES						
A. TOP SECRET 0	B. SECRET 0	C. CONFIDENTIAL 0	D. TOTAL 0			
6. NUMBER OF CLASSIFICATION DECISIONS						
CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE			
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)				
A. TOP SECRET	N/A	N/A	N/A			
B. SECRET	N/A	N/A	N/A			
C. CONFIDENTIAL	N/A	N/A	N/A			
7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	0	0	0	0	0
B. APPEALS	0	0	0	0	0	0
8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)		9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews 0				
10. EXPLANATORY COMMENTS (Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to form.)						

(IMPORTANT — Read Instructions on reverse before completing this form)				INTERAGENCY REPORT CONTROL NUMBER 0230-NAR-AN		
AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA				1. FISCAL YEAR COVERED 1998		
2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT Marine Mammal Commission		3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and telephone no.) Nancy L. Shaw 301/504-0087				
4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958) John R. Twiss, Jr., Executive Director						
5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES						
A. TOP SECRET 0	B. SECRET 0	C. CONFIDENTIAL 0	D. TOTAL 0			
6. NUMBER OF CLASSIFICATION DECISIONS						
CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION			DERIVATIVE		
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)				
A. TOP SECRET	N/A	N/A	N/A			
B. SECRET	N/A	N/A	N/A			
C. CONFIDENTIAL	N/A	N/A	N/A			
7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	0	0	0	0	0
B. APPEALS	0	0	0	0	0	0
8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958) 0				9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews 0		
10. EXPLANATORY COMMENTS (Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to form.) The Commission does not have original classification authority or the and does not, as a general rule, issue derivative classifications. _____ _____ _____ _____						

(IMPORTANT - Read instructions on reverse before completing this form)

INTERAGENCY REPORT
CONTROL NUMBER
0230-NAR-AN

AGENCY SECURITY CLASSIFICATION
MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED
1999

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

Marine Mammal Commission

3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)

Suzanne Montgomery
301/504-0087

4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)

John R. Twiss, Jr., Executive Director

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	0	0	0

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION			DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS	(a)	(b)	
A. TOP SECRET	N/A	N/A	N/A	N/A
B. SECRET	N/A	N/A	N/A	N/A
C. CONFIDENTIAL	N/A	N/A	N/A	N/A

7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	0	0	0	0	0
B. APPEALS	0	0	0	0	0	0

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)

0

9. INTERNAL AGENCY OVERSIGHT
Number of Formal Inspections, Surveys, or Program Reviews

0

10. EXPLANATORY COMMENTS

(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

The Commission does not have original classification authority and does not,

as a general rule, issue derivative classifications.

(IMPORTANT — Read instructions on reverse before completing this form)				INTERAGENCY REPORT CONTROL NUMBER 0230-NAR-AN		
AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA				1. FISCAL YEAR COVERED 2000		
2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT Marine Mammal Commission		3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and telephone no.) Nancy L. Shaw 301/504-0087				
4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958) Dr. Robert H. Mattlin, Executive Director						
5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES						
A. TOP SECRET 0	B. SECRET 0	C. CONFIDENTIAL 0	D. TOTAL 0			
6. NUMBER OF CLASSIFICATION DECISIONS						
CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION			DERIVATIVE		
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)				
A. TOP SECRET	N/A	N/A	N/A			
B. SECRET	N/A	N/A	N/A			
C. CONFIDENTIAL	N/A	N/A	N/A			
7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	0	0	0	0	0
B. APPEALS	0	0	0	0	0	0
8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)				9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews 0		
10. EXPLANATORY COMMENTS (Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to form.)						
The Commission does not have original classification authority and does not, as a general rule, issue derivative classifications.						
<hr/> <hr/> <hr/> <hr/>						

(IMPORTANT - Read instructions on reverse before completing this form)

INTERAGENCY REPORT
CONTROL NUMBER
0230-NAR-AN

AGENCY SECURITY CLASSIFICATION
MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED

2001

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

Marine Mammal Commission

3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)

Nancy Shaw

301-504-0087

4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)

Dr. Robert H. Mattlin, Executive Director

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	0	0	0

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
A. TOP SECRET	N/A	N/A	N/A
B. SECRET	N/A	N/A	N/A
C. CONFIDENTIAL	N/A	N/A	N/A

7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	0	0	0	0	0
B. APPEALS	0	0	0	0	0	0

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)

0

9. INTERNAL AGENCY OVERSIGHT

Number of Formal Inspections, Surveys, or Program Reviews

0

10. EXPLANATORY COMMENTS

(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

The Commission does not have original classification authority and does not, as a general rule, issue derived

classifications.

(IMPORTANT - Read instructions on reverse before completing this form)		INTERAGENCY REPORT CONTROL NUMBER 0230-NAR-AN				
AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA		1. FISCAL YEAR COVERED 2002				
2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT Marine Mammal Commission		3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.) Shelli Miller Administrative Officer Marine Mammal Commission 301-504-0087				
4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958) Dr. Robert Mattlin						
5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES						
A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL			
0	0	0	0			
6. NUMBER OF CLASSIFICATION DECISIONS						
CLASSIFICATION LEVEL		ORIGINAL CLASSIFICATION				
		DECLASSIFY IN 10 YEARS OR LESS (b)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	DERIVATIVE		
A. TOP SECRET		N/A	N/A	N/A		
B. SECRET		N/A	N/A	N/A		
C. CONFIDENTIAL		N/A	N/A	N/A		
7. MANDATORY REVIEW REQUESTS		NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS		0	0	0	0	0
B. APPEALS		0	0	0	0	0
8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958) 0		9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews 0				
10. EXPLANATORY COMMENTS (Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to The Commission does not have original classification authority and does not, as a general rule, issue derived classifications.						

(IMPORTANT - Read instructions on reverse before completing this form)		INTERAGENCY REPORT CONTROL NUMBER 0230-NAR-AN				
AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA		1. FISCAL YEAR COVERED 2003				
DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT Marine Mammal Commission SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958) Mr. David Cottingham		3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.) Shelli Miller Administrative Officer Marine Mammal Commission 301-504-0096				
4. TOP SECRET 0		B. SECRET 0				
C. CONFIDENTIAL 0		D. TOTAL 0				
5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES						
6. NUMBER OF CLASSIFICATION DECISIONS ORIGINAL CLASSIFICATION						
CLASSIFICATION LEVEL	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	DERIVATIVE			
	N/A	N/A				
A. TOP SECRET	N/A	N/A	N/A			
B. SECRET	N/A	N/A	N/A			
C. CONFIDENTIAL	N/A	N/A	N/A			
7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	0	0	0	0	0
B. APPEALS	0	0	0	0	0	0
8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)		9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews 0				
10. EXPLANATORY COMMENTS (Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to)						

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A Identifying Information

1.	Enter the Fiscal Year that this report covers. 2004
2.	Identify the Department, Independent agency or Establishment that is covered by this report. Marine Mammal Commission
3.	Enter the name, title, address, phone, fax, and email address of the Senior Agency Official (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report. David Cottingham, Executive Director 4340 East-West Highway, Room 905, Bethesda, MD 20814 301-504-0087 Phone 301-504-0099 Fax
4.	Enter the name, title, phone, fax and email address for the point-of-contact responsible for answering questions about this report. Shelli Miller, Administrative Officer 4340 East-West Highway, Room 905 Bethesda, MD 20814 301-504-0087 Phone 301-504-0099 Fax

Correction

PART B Officials with Original Classification Authority

5.	Enter the number of agency officials whose highest level of original classification authority is TOP SECRET. 0
6.	Enter the number of agency officials whose highest level of original classification authority is SECRET. 2 0
7.	Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL. 0
8.	Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7) 0

MMC

PART C Non-Original Classification Decisions

9.	Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less. 0
10.	Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years. 0
11.	Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10) 0
12.	Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less. 0
13.	Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years. 0
14.	Total number of SECRET original classification decisions. (Sum of blocks 12 & 13) 0
15.	Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less. 0
16.	Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years. 0
17.	Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16) 0
18.	Total number of original classification decisions. (Sum of blocks 11, 14, & 17) 0

PART D Derivative Classification Decisions

19.	Enter the number of derivative TOP SECRET classifications during the reporting period. 0
20.	Enter the number of derivative SECRET classifications during the reporting period. 0
21.	Enter the number of derivative CONFIDENTIAL classifications during the reporting period. 0
22.	Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21) 0

Enter the Fiscal Year that this report covers. 2004	
Identify the Department, Independent agency or establishment that is covered by this report. Marine Mammal Commission	
PART E: Mandatory Declassification Review Requests and Appeals	
<p>A request is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. A Report-only request is for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.</p>	
23. Enter the number of requests carried over from the previous reporting period.	23. 0
24. Enter the number of new requests received during the reporting period.	24. 0
25. Enter the number of requests carried over to the next reporting period.	25. 0
26. Enter the number of appeals carried over from the previous reporting period.	26. 0
27. Enter the number of new appeals received during the reporting period.	27. 0
28. Enter the number of appeals carried over to the next reporting period.	28. 0
PART F: Mandatory Declassification Review Decisions in Pages	
29. Enter the number of requested pages that were declassified in full.	29. 0
30. Enter the number of requested pages that were declassified in part.	30. 0
31. Enter the number of requested pages that were denied declassification.	31. 0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of appealed pages that were declassified in full.	33. 0
34. Enter the number of appealed pages that were declassified in part.	34. 0
35. Enter the number of appealed pages that were denied declassification.	35. 0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36. 0
PART G: Automatic Declassification and Systematic Review	
37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 0
38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	38. 0
PART H: Internal Agency Oversight	
39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 0
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0
PART I: Explanatory Comments	
<p>Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.</p> 	

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

1.	Enter the Fiscal Year that this report covers.
	2006
2.	Identify the Department, Independent agency or Establishment that is covered by this report.
	Marine Mammal Commission
3.	Enter the name, title, address, phone, fax, and email address of the Senior Agency Official (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.
	Timothy J. Ragen, Executive Director 4340 East West Highway, Room 905 Bethesda, Maryland 20814 Phone: 301-504-0087 Fax: 301-504-0099
4.	Enter the name, title, phone, fax and email address for the point-of-contact responsible for answering questions about this report.
	Catherine Jones, Administrative Officer, 301-504-0096, FAX: 301-504-0099 E-mail: CJONES MMC.GOV

PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET .	5. 0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET .	6. 0
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL .	7. 0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8. 0

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	9. 0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	10. 0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10)	11. 0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	12. 0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	13. 0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14. 0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less .	15. 0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	16. 0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17. 0
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18. 0

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is **already classified**. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of derivative TOP SECRET classifications during the reporting period.	19. 0
20. Enter the number of derivative SECRET classifications during the reporting period.	20. 0
21. Enter the number of derivative CONFIDENTIAL classifications during the reporting period.	21. 0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22. 0

Enter the Fiscal Year that this report covers.

Identify the Department, Independent agency or establishment that is covered by this report.

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of requests carried over from the previous reporting period.	23. 0
24. Enter the number of new requests received during the reporting period.	24. 0
25. Enter the number of requests carried over to the next reporting period.	25. 0
26. Enter the number of appeals carried over from the previous reporting period.	26. 0
27. Enter the number of new appeals received during the reporting period.	27. 0
28. Enter the number of appeals carried over to the next reporting period.	28. 0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of requested pages that were declassified in full.	29. 0
30. Enter the number of requested pages that were declassified in part.	30. 0
31. Enter the number of requested pages that were denied declassification.	31. 0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of appealed pages that were declassified in full.	33. 0
34. Enter the number of appealed pages that were declassified in part.	34. 0
35. Enter the number of appealed pages that were denied declassification.	35. 0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36. 0

PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 0
38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	38. 0

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 0
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

The Marine Mammal Commission is a small, independent federal agency consisting of 11 fulltime permanent employees. The Commission does not initiate or receive classified documents. Two employees have a Secret clearance. The purpose of this clearance is to allow employees access to inter-agency meetings where classified information may be discussed. The Commission does not have classification authority. The Commission does not store classified documents.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

1. Enter the Fiscal Year that this report covers.
FY 2007
2. Identify the Department, Independent agency or Establishment that is covered by this report.
Marine Mammal Commission
3. Enter the name, title, address, phone, fax, and email address of the Senior Agency Official (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.
Timothy J. Ragen, Executive Director, 4340 East West Highway, Room 905,
Bethesda, MD 20814, Phone: 301-504-0087 FAX: 301-504-0099
4. Enter the name, title, phone, fax and email address for the point-of-contact responsible for answering questions about this report.
Catherine Jones, Administrative Officer, 301-504-0087, FAX: 301-504-0099
e-mail: cjones@mmc.gov

PART B: OFFICIALS WITH POLICE CERTIFICATION

5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)

5.
0
6.
0
7.
0

RATE 630

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10)
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)

9. 0
10. 0
12. 0
13. 0
15. 0
16. 0

PART II: Derivation of the Best Transition Decisions

Derivative classification is the incorporating, paraphrasing, or summary of declassification guides or other source documents. Provide information on retention, regardless of the media. Do not count reprints of this document.

19. Enter the number of derivative **TOP SECRET** classifications during the reporting period.

20. Enter the number of derivative **SECRET** classifications during the reporting period.

21. Enter the number of derivative **CONFIDENTIAL** classifications during the reporting period.

22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)

19	0
20.	0
21.	0

Enter the Fiscal Year that this report covers.

FY 2007

Identify the Department, Independent agency or establishment that is covered by this report.
Marine Mammal Commission

PART E: Mandatory Declassification Review Period

A "request" is an individual review request. The reporting period is the fiscal year. Report only requests for your agency. If more than one agency is involved, report the totals for all agencies. Where the number of requests is zero, leave the reporting period blank.

23. Enter the number of requests carried over from the previous reporting period.	23. 0
24. Enter the number of new requests received during the reporting period.	24. 0
25. Enter the number of requests carried over to the next reporting period.	25. 0
26. Enter the number of appeals carried over from the previous reporting period.	26. 0
27. Enter the number of new appeals received during the reporting period.	27. 0
28. Enter the number of appeals carried over to the next reporting period.	28. 0

PART F: Mandatory Declassification Review Period Summary

29. Enter the number of requested pages that were declassified in full.	29. 0
30. Enter the number of requested pages that were declassified in part.	30. 0
31. Enter the number of requested pages that were denied declassification.	31. 0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	
33. Enter the number of appealed pages that were declassified in full.	33. 0
34. Enter the number of appealed pages that were declassified in part.	34. 0
35. Enter the number of appealed pages that were denied declassification.	35. 0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	

PART G: Automatic Declassification System Review

37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 0
38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	38. 0

PART H: Program Review

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 0
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Remarks
Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

The Marine Mammal Commission is a small, independent federal agency consisting of 11 full-time permanent employees. The Commission does not initiate or receive classified documents. Three employees have a Secret clearance. The purpose of this clearance is to allow employees access to inter-agency meetings where classified information may be discussed.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

1. Enter the Fiscal Year that this report covers.
FY 2008
2. Identify the Department, Independent agency or Establishment that is covered by this report.
[REDACTED]
3. Enter the name, title, address, phone, fax, and email address of the Senior Agency Official (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.
Timothy J. Ragen, Executive Director, 4340 East West Highway, Room 700, Bethesda, MD 20814, Phone: 301-504-0087 FAX: 301-504-0099
4. Enter the name, title, phone, fax and email address for the point-of-contact responsible for answering questions about this report.
Catherine Jones, Administrative Officer, 301-504-0087, FAX: 301-504-0099
e-mail: cjones@mmc.gov

PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5. 0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6. 0
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7. 0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8. 0

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9. 0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10. 0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10)	11. 0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12. 0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13. 0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14. 0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15. 0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16. 0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17. 0
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18. 0

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of derivative TOP SECRET classifications during the reporting period.	19. 0
20. Enter the number of derivative SECRET classifications during the reporting period.	20. 0
21. Enter the number of derivative CONFIDENTIAL classifications during the reporting period.	21. 0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22. 0

Enter the Fiscal Year that this report covers.

Identify the Department, Independent agency or establishment that is covered by this report.

MMC

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of requests carried over from the previous reporting period.	23. 0
24. Enter the number of new requests received during the reporting period.	24. 0
25. Enter the number of requests carried over to the next reporting period.	25. 0
26. Enter the number of appeals carried over from the previous reporting period.	26. 0
27. Enter the number of new appeals received during the reporting period.	27. 0
28. Enter the number of appeals carried over to the next reporting period.	28. 0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of requested pages that were declassified in full.	29. 0
30. Enter the number of requested pages that were declassified in part.	30. 0
31. Enter the number of requested pages that were denied declassification.	31. 0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of appealed pages that were declassified in full.	33. 0
34. Enter the number of appealed pages that were declassified in part.	34. 0
35. Enter the number of appealed pages that were denied declassification.	35. 0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36. 0

PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 0
38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	38. 0

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 0
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

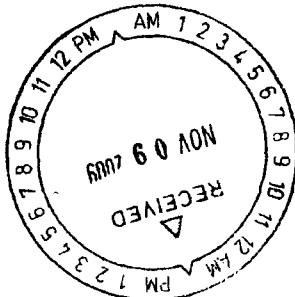
The Marine Mammal Commission is a small, independent federal agency consisting of 12 full-time permanent employees. The Commission did not hold, initiate, or receive classified documents in FY 2008.

 Calculate Form

 Reset Form



MARINE MAMMAL COMMISSION



5 November 2009

Mr. William J. Bosanko, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Subject: Agency Security Classification Management Program Data (SF Form 311)

Enclosed is the Marine Mammal Commission's Fiscal Year 2009 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Timothy J. Ragen".

Timothy J. Ragen, Ph.D.
Executive Director

Enclosure

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

1. Enter the **Fiscal Year** that this report covers.
FY 2009
2. Identify the **Department, Independent agency or Establishment** that is covered by this report.
Marine Mammal Commission
3. Enter the name, title, address, phone, fax, and email address of the **Senior Agency Official** (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

Timothy J. Ragen, Executive Director 4340 East West Highway, Room 700 Bethesda, MD 20814	Phone: 301-504-0087 FAX: 301-504-0099 E-mail: tragen@mmc.gov
--	--
4. Enter the name, title, phone, fax and email address for the **point-of-contact** responsible for answering questions about this report.

Cathy Jones, Administrative Officer 4340 East West Highway, Room 700 Bethesda, MD 20814	Phone: 301-504-0087 FAX: 301-504-0099 E-mail: cjoness@mmc.gov
---	---

PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.
10
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.
80
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.
0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)
40

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.
0
10. Enter the number of **original TOP SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.
0
11. Total number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10)
0
12. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.
0
13. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.
0
14. Total number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)
0
15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.
0
16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.
0
17. Total number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)
0
18. Total number of **original** classification decisions. (Sum of blocks 11, 14, & 17)
0

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is **already classified**. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of **derivative TOP SECRET** classifications during the reporting period.
0
20. Enter the number of **derivative SECRET** classifications during the reporting period.
0
21. Enter the number of **derivative CONFIDENTIAL** classifications during the reporting period.
0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)
0

Enter the Fiscal Year that this report covers.

FY 2009

Identify the Department, Independent agency or establishment that is covered by this report.
Marine Mammal Commission

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of requests carried over from the previous reporting period.	23. 0
24. Enter the number of new requests received during the reporting period.	24. 0
25. Enter the number of requests carried over to the next reporting period.	25. 0
26. Enter the number of appeals carried over from the previous reporting period.	26. 0
27. Enter the number of new appeals received during the reporting period.	27. 0
28. Enter the number of appeals carried over to the next reporting period.	28. 0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of requested pages that were declassified in full.	29. 0
30. Enter the number of requested pages that were declassified in part.	30. 0
31. Enter the number of requested pages that were denied declassification.	31. 0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of appealed pages that were declassified in full.	33. 0
34. Enter the number of appealed pages that were declassified in part.	34. 0
35. Enter the number of appealed pages that were denied declassification.	35. 0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36. 0

PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 0
38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	38. 0

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 0
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

--



MARINE MAMMAL COMMISSION

20 October 2011

Mr. John P. Fitzpatrick, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Subject: Agency Security Classification Management Program Data (SF Form 311)

Enclosed is the Marine Mammal Commission's Fiscal Year 2011 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Timothy J. Ragen".

Timothy J. Ragen, Ph.D.
Executive Director

Enclosure

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the Fiscal Year that this report covers.	1. 2011
2. Identify the Department, Independent agency or Establishment that is covered by this report.	Marine Mammal Commission
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Timothy J. Ragen, Executive Director 4340 East West Highway, Room 700 Bethesda, MD 20814 Phone: 301-504-0087 fax: 301-504-0099
4. Enter the name, title, phone, fax, and e-mail address for the point-of-contact responsible for answering questions about this report.	4. Cathy Jones, Administrative Officer 4340 East West Highway, Room 700 Bethesda, MD 20814 Phone: 301-504-0087 FAX: 301-504-0099
PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5. 0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6. 0
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7. 0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8. 0
PART C: Original Classification Decisions	
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9. 0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10. 0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	11. 0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12. 0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13. 0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	14. 0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15. 0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16. 0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	17. 0
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	18. 0
PART D: Derivative Classification Decisions	
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
19. Enter the number of derivative TOP SECRET classification decisions during the reporting period.	19. 0
20. Enter the number of derivative SECRET classification decisions during the reporting period.	20. 0
21. Enter the number of derivative CONFIDENTIAL classification decisions during the reporting period.	21. 0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22. 0

PART E: Mandatory Declassification Review Requests and Appeals	
A 'Request' is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part J below where the number of requests or appeals carried forward between reporting period changes.	
23. Enter the number of requests carried over from the previous reporting period. (Block 25 on last year's report)	23. 0
24. Enter the number of new requests received during the reporting period.	24. 0
25. Enter the number of requests carried over to the next reporting period.	25. 0
26. Enter the number of appeals carried over from the previous reporting period. (Block 28 on last year's report)	26. 0
27. Enter the number of new appeals received during the reporting period.	27. 0
28. Enter the number of appeals carried over to the next reporting period.	28. 0
PART F: Mandatory Declassification Review Decisions in Pages	
29. Enter the number of requested pages that were declassified in full.	29. 0
30. Enter the number of requested pages that were declassified in part.	30. 0
31. Enter the number of requested pages that were denied declassification	31. 0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of appealed pages that were declassified in full.	33. 0
34. Enter the number of appealed pages that were declassified in part.	34. 0
35. Enter the number of appealed pages that were denied declassification	35. 0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, and 35)	36. 0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews	
37. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	37. 0
38. Enter the number of pages declassified under section 3.3 of E.O. 13526.	38. 0
39. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	39. 0
40. Enter the number of pages declassified under section 3.4 of E.O. 13526.	40. 0
41. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	41. 0
42. Enter the number of pages declassified under section 3.1 of E.O. 13526.	42. 0
PART H: Internal Agency Oversight	
43. Enter the number of inspections, surveys, or program reviews conducted by your agency, covering any aspect of the security classification program, completed during the reporting period.	43. 0
44. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)	44. 0
45. Enter the number of challenges where the classification status was fully affirmed.	45. 0
46. Enter the number of challenges where the classification status was overturned in whole or in part.	46. 0
PART I: Classification Guides	
47. Enter the number of security classification guides created by your agency and currently in use.	47. 0

Fiscal Year

2011

Department or Agency

Marine Mammal 'Commission

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report. Additionally, select the sampling process your agency used in developing this year's report.

Sampling Period (check one):

2-Week

4-Week

8-Week

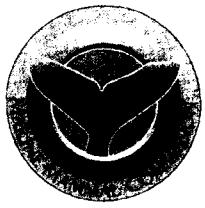
One Year

Multiplier Applied (check one):

None

Other (Specify)

The Marine Mammal Commission is a micro agency of 14 full time permanent employees. During FY 2011 the Commission did not classify any documents. The Commission did not receive any classified documents in FY 2011. The Commission does not have any classified documents on file.



MARINE MAMMAL COMMISSION



Mr. John P. Fitzpatrick, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Subject: Agency Security Classification Management Program Data (SF Form 311)

Enclosed is the Marine Mammal Commission's Fiscal Year 2012 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

Timothy J. Ragen, Ph.D.
Executive Director

Enclosure

The SF 311 form is currently under revision. When the revision is complete, it will appear the same as this attachment. For FY 2012, please use this attachment to respond. The only part that has changed is Part E.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the Fiscal Year that this report covers. FY 2012	1. 2012
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. Marine Mammal Commission
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. 4340 East West Highway, Room 700 Bethesda, MD 20814
4. Enter the name, title, phone, fax, and e-mail address for the point-of-contact responsible for answering questions about this report.	4. Cathy Jones, Administrative Officer, 301-504-0087, FAX: 301-504-0099, cjones@mmc.gov, Address same as #3
PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET .	5. 0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET .	6. 0
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL .	7. 0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8. 0
PART C: Original Classification Decisions	
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	9. 0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	10. 0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	11. 0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	12. 0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	13. 0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14. 0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less .	15. 0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	16. 0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17. 0
18. Total number of original classification decisions . (Sum of blocks 11, 14, & 17)	18. 0
PART D: Derivative Classification Decisions	
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19. 0
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20. 0
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21. 0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22. 0

PART E: Mandatory Declassification Review Requests and Appeals

A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request.
For blocks 23-30, report only requests and appeals in which your agency is responsible for the final release.

23. Enter the number of requests received during the reporting period.	23. 0
24. Enter the number of requests closed during the reporting period.	24. 0
25. Enter the number of requests that have been unresolved for over one year.	25. 0
26. Enter the average number of days to resolve each request.	26. 0
27. Enter the number of appeals received during the reporting period.	27. 0
28. Enter the number of appeals closed during the reporting period.	28. 0
29. Enter the number of appeals that have been unresolved for over one year.	29. 0
30. Enter the average number of days to resolve each appeal.	30. 0

For blocks 31-32, report the number of requests and appeals that were referred to your agency, and the referring agency is responsible for the final release.

31. Enter the number of referred requests received during the reporting period.	31. 0
32. Enter the number of referred appeals received during the reporting period.	32. 0

PART F: Mandatory Declassification Review Decisions in Pages
Count only those pages documented in blocks 23-30 above.

33. Enter the number of requested pages that were declassified in full .	33. 0
34. Enter the number of requested pages that were declassified in part .	34. 0
35. Enter the number of requested pages that were denied declassification.	35. 0
36. Total number of requested pages acted on. (Sum of blocks 33, 34, & 35)	36. 0
37. Enter the number of appealed pages that were declassified in full .	37. 0
38. Enter the number of appealed pages that were declassified in part .	38. 0
39. Enter the number of appealed pages that were denied declassification.	39. 0
40. Total number of appealed pages acted on. (Sum of blocks 37, 38, & 39)	40. 0

PART G: Automatic, Systematic, and Discretionary Declassification Reviews

41. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	41. 0
42. Enter the number of pages declassified under automatic declassification .	42. 0
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	43. 0
44. Enter the number of pages declassified under systematic declassification .	44. 0
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45. 0
46. Enter the number of pages declassified under discretionary declassification .	46. 0

PART H: Internal Agency Oversight

47. Enter the number of self-inspections conducted by your agency, covering any aspect of the security classification program, during the reporting period.	47. 0
48. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified . (E.O. 13526, section 1.8)	48. 0
49. Enter the number of challenges where the classification status was fully affirmed .	49. 0
50. Enter the number of challenges where the classification status was overturned in whole or in part .	50. 0
51. Enter the number of security classification guides created by your agency and currently in use .	51. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

The Marine Mammal Commission is a micro agency of 14 full time permanent employees. During FY 2012 the Commission did not classify any documents. The Commission did not receive any classified documents in FY 2012. The Commission does not have any classified documents on file.



NATIONAL
ARCHIVES

Date: 10/24/2018

To: Michael Gosliner
FOIA Officer
Marine Mammal Commission
4340 East-West Highway, Suite 700
Bethesda, MD 20814

From: Joseph A. Scanlon
FOIA & Privacy Act Officer
National Archives and Records Administration
Office of General Counsel
8601 Adelphi Road, Room 3110
College Park, MD 20740

Subject: Referral of FOIA of Emma Best
NARA tracking number: NGC18-367
Agency Security Classification Costs Estimates (2001-2017)

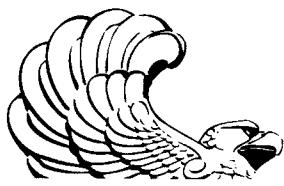
Your agency's Security Management is required to file an annual Agency Security Classification Costs Estimates report with the Information Security Oversight Office (SF-716 Form) each year. The requester, Emma Best, has asked for copies of the SF-716 Forms you completed and filed with us for all available years. Enclosed are copies of each SF-716 Form that your agency completed and submitted to NARA between the years 2001 to 2012.

Please review these documents for any redactions you wish to make under applicable FOIA exemptions, and **respond directly to the requester**. NARA is not requesting that any information be withheld on its behalf.

NARA has provided its own SF-716 Forms to the requester and closed her request to us on September 28, 2018. We have notified the requester of this referral to your agency for direct response to her.

A copy of the requestor's initial request to NARA is enclosed. If you have any questions about this referral, please contact Jodi Foor, Deputy FOIA Officer, 301-837-2099, or jodi.foor@nara.gov.

Thank you for your attention to this matter.



NATIONAL
ARCHIVES

September 28, 2018

VIA FOIAonline

Emma Best
MuckRock News
411A Highland Ave.
Dept. MR 49294
Somerville, MA 02144

Re: Freedom of Information Act Request: NGC18-367

Dear Ms. Best:

This is in response to your Freedom of Information Act (FOIA) request dated July 2, 2018, and received in our office on the same day. Your request was assigned *FOIAOnline* tracking number NARA-NGC-2018-000692, as well as the above internal tracking number. In your request, you stated that you were seeking "Copies of all drafted, submitted or received SF-716 forms produced from January 1, 2001 through December 31, 2017."

We conducted a search and were able to locate the National Archives and Records Administration's (NARA) SF 716 forms dating from 2001 to 2016 in sixteen documents totaling 53 pages. We are releasing the sixteen document in full with no redactions. These documents are being provided in PDF format and uploaded to *FOIAOnline*.

We also located the SF 716 forms provided to NARA from other government agencies. Although NARA was provided the forms, the information within the forms belong to the government agencies who submitted the forms. Therefore, we are referring these SF 716 forms to the agencies for review. You will receive a direct response from those agencies.

This completes the processing of your FOIA request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and

the envelope should be clearly marked “Freedom of Information Act Appeal.” If you submit your appeal by e-mail please send it to FOIA@nara.gov, also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number NGC18-367 and your *FOIAOnline* tracking number.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Gary M. Stern for assistance at the address below:

National Archives and Records Administration
8601 Adelphi Road, Room 3110
College Park, MD 20740-6001
301-837-1750
garym.stern@nara.gov

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman’s office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road—OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770
1-877-684-6448

Thank you for contacting the National Archives and Records Administration, and please feel free to also contact me directly if you have any questions about this FOIA request.

Sincerely,

/s/9/28/2019
Jodi L. Foor
Deputy FOIA Officer
National Archives and Records Administration
Office of General Counsel
(301) 837-2099
jodi.foor@nara.gov

/s/08.27.2018

Official: NGC

Reading: NGC

Information Copy: NGC

NGC:jlfloor/jlf 09/28/2018

S:FOIA/FOIA CASE FILES/FY 2018 NGC18-367 – FOIA request File code 1103-6

Request Details
Request Type : FOIA

Status : Assignment Determination Due Date : N/A
 0 (Never Started)

Submitted Evaluation Assignment Processing Closed

Request Details

Tracking Number : NARA-NGC-2018-000692	Submitted Date : 07/02/2018
Requester : Emma Best	Last Assigned Date : 07/02/2018
Organization : N/A	Fee Limit : \$0.00
Requester Has Account : No	Request Track : Simple
Email Address : 56712-54334864@requests.muckrock.com	Due Date : N/A
Phone Number : N/A	Assigned To : Susan Gillett (Office of General Counsel)
Fax Number : N/A	Last Assigned By : Susan Gillett (Office of General Counsel)
Address : MuckRock News DEPT MR 56712 411A Highland Ave	
City : Somerville	
State/Province : MA	
Zip Code/Postal Code : 02144	

Submission Details Case File Admin Cost Assigned Tasks Comments (0) Review

Request Handling

Requester Info Available to the Public :	Request Perfected : No
Request Track : Simple	Acknowledgement Sent Date:
Fee Category : Select Fee Category	Unusual Circumstances ? : No
Fee Waiver Requested: Yes	5 Day Notifications: <input type="checkbox"/>
Fee Waiver Status: Full Grant	Litigation : No
Expedited Processing Requested :	
Expedited Processing Status : N/A	

Request Description

Short Description :
NGC18-367
Copies of all drafted, submitted or received SF-716 forms (<https://www.archives.gov/files/isoo/security-forms/sf716.pdf>) produced from January 1, 2001 through December 31, 2017. SF-716 forms are filed annually and may also be identified as Agency Security Classification Costs Estimates.

Description Available to the Public : No Has Description Been Modified?

Attached Supporting Files

No supporting files have been added.

Upload Supporting Files

No attachments have been added.

**MARINE MAMMAL COMMISSION
4340 EAST-WEST HIGHWAY, ROOM 905
BETHESDA, MD 20814-4447**

(Sent by fax, 4/2/02)

2 April 2001

Ms. Laura L. S. Kimberly
Acting Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Ms. Kimberly:

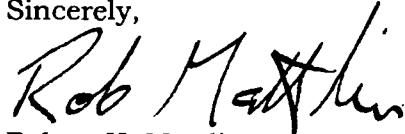
In response to your letter dated 11 February 2002, I enclose the Marine Mammal Commission's Report on Cost Estimates for Security Classification Activities. I apologize for the delay in submitting this information.

The Marine Mammal Commission does not have classification authority and thus we have very little cost related to security classification. Two employees hold secret clearance, and a small amount is budgeted to keep these current or, should the need arise, to obtain additional clearances.

Secret documents previously in our possession have been delivered to the Department of State for review and disposition. The Commission therefore does not retain any classified documents at the moment.

On the rare occasion when we receive a classified document from another agency, these are maintained in a bar safe until they are returned to the originating agency or otherwise disposed of. There is little if any cost to the Commission for this function.

Sincerely,



Robert H. Mattlin
Executive Director

Enclosure

*Rec'd
4/12/02*
PHONE: (301) 504-0087
FAX: (301) 504-0099

2003 Security Costs Estimates Display

Name of Department/Agency: MARINE MAMMAL COMMISSION

Reporting Categories	FY 2001 (Est. in \$000s)	FY 2002 (Est. in \$000s)	FY 2003 (Est. in \$000s)
1. Personnel Security	1	1	1
2. Physical Security	0	0	0
3. Information Security (Sum of a,b & c below)	0	0	0
a. Classification Management	0	0	0
b. Declassification	0	0	0
c. Information Technology (Electronic Security)	0	0	0
4. Professional Education, Training and Awareness	0	0	0
5. Security Management, Oversight and Planning	0	0	0
6. Unique Items	0	0	0
Totals: Fiscal Year Estimates	1	1	1
Totals: Full-Time Equivalents (FTE)	0.1	0.1	0.1

NARRATIVE:

2004 Security Costs Estimates Display

Name of
Department/Agency: Marine Mammal Commission

-

Reporting Categories	FY 2002 (Est. in \$000s)	FY 2003 (Est. in \$000s)	FY 2004 (Est. in \$000s)
1. Personnel Security	1	1	1
2. Physical Security	0	0	0
3. Information Security (sum of a,b & c below)	0	0	0
a. Classification Management	0	0	0
b. Declassification	0	0	0
c. Information Technology (Electronic Security)	0	0	0
4. Professional Education, Training and Awareness	0	0	0
5. Security Management, Oversight and Planning	0	0	0
6. Unique Items	0	0	0
Totals: Fiscal Year Estimates	1	1	1
Totals: Full-Time Equivalents (FTE)	0.1	0.1	0.1

NARRATIVE:

2005 Security Costs Estimates Display

Name of
Department/Agency: Marine Mammal Commission

Reporting Categories	FY 2003 (Est. in \$000s)	FY 2004 (Est. in \$000s)	FY 2005 (Est. in \$000s)
1. Personnel Security	1	1	1
2. Physical Security	0	0	0
3. Information Security (Sum of a, b, c & d below)	0	0	0
a. Classification Management	0	0	0
b. Declassification	0	0	0
c. Information Systems Security	0	0	0
d. Miscellaneous (OPSEC & TSCM)	0	0	0
4. Professional Education, Training and Awareness	0	0	0
5. Security Management, Oversight and Planning	0	0	0
6. Unique Items	0	0	0
Totals: Fiscal Year Estimates	91	91	91
Totals: Full-Time Equivalents (FTEs)	0	0	0

NARRATIVE:

Security Costs Estimates Display

Name of Department/Agency: Marine Mammal Commission

March 19, 2008

(Please use actual dollar figures instead of thousands)

Reporting Categories	FY 2007
1. Personnel Security	0 144.00
2. Physical Security	0
3. Information Security	0
(a.) Classification Management	0
(b.) Declassification	0
(c.) Information Systems Security for Classified Information	0
(d.) Miscellaneous (OPSEC & TSCM)	0
(e.) Information Security Sub-Total <i>(Sum of 3.a., 3.b., 3.c., & 3.d.)</i>	0
4. Professional Education, Training and Awareness	0
5. Security Management, Oversight and Planning	0
6. Unique Items	0
Totals: Fiscal Year Estimates <i>(Sum of 1, 2, 3(e.), 4, 5, & 6.)</i>	0 144.00

IARRATIVE: The Marine Mammal Commission is a micro agency consisting of ten fulltime permanent employees. The Commission does not initiate, receive, or maintain classified materials.

Security Costs Estimates Display

Name of Department/Agency: Marine Mammal Commission

(Please use actual dollar figures instead of thousands)

Reporting Categories	FY 2008
1. Personnel Security	0
2. Physical Security	\$2,345.00
3. Information Security	
(a.) Classification Management	0
(b.) Declassification	0
(c.) Information Systems Security for Classified Information	0
(d.) Miscellaneous (OPSEC & TSCM)	0
(e.) Information Security Sub-Total (Sum of 3.a., 3.b., 3.c., & 3.d.)	0
4. Professional Education, Training and Awareness	0
5. Security Management, Oversight and Planning	0
6. Unique Items	0
Totals: Fiscal Year Estimates (Sum of 1, 2, 3(e.), 4, 5, & 6.)	\$2,345.00

NARRATIVE: The Marine Mammal Commission is a micro agency consisting of 11 fulltime permanent positions. In FY 08 the Commission paid \$1,925.00 to the Department of Homeland Security and \$420.00 to ADT for physical security. The Commission does not originate or store classified materials. Three Commission employees maintain security clearances. One member has a Top Secret clearance and two staff members have Secret clearances. The purpose of these clearances is to allow staff to attend interagency meetings where classified information is discussed.



MARINE MAMMAL COMMISSION

25 January 2010

Mr. William J. Bosanko, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Subject: Report on Cost Estimates for Security Classification Activities for FY 2010

Enclosed is the Marine Mammal Commission's Fiscal Year 2010 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Timothy J. Ragen".

Timothy J. Ragen, Ph.D.
Executive Director

Enclosure

Security Costs Estimates

Department/Agency: **Marine Mammal Commission** **Fiscal Year:** **10**

Point of Contact: **Cathy Jones, 301-504-0087**

Reporting Categories

(Please use actual dollar figures instead of thousands)

1. Personnel Security

\$3,593.00

(include clearance program, initial investigations, national agency checks when used for basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification related activities)

2. Physical Security

\$537.00

(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification related activities)

3. Information Security

(only report costs associated with classification related activities)

0

(a) Classification Management

(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

0

(b) Declassification

(include resources used to identify and process information subject to the automatic, systematic, or mandatory review programs authorized by Executive order or statute)

0

(c) Information Systems Security for Classified Information

(include resources used to protect information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

0

(d) Miscellaneous (OPSEC and TSCM)

(include personnel and operating expenses associated with these programs)

0

4. Professional Education, Training, and Awareness

(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification related activities)

0

5. Security Management, Oversight, and Planning

(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

0

6. Unique Items

(include department/agency-specific activities not reported in any of the categories listed above but are nonetheless significant and need to be included)

Total (sum of 1, 2, 3(a), 3(b), 3(c), 3(d), 4, 5, and 6)

4130.00

Narrative: provide a brief explanation of any significance difference between last year's and this year's cost estimates. Explain items entered into Block 6. Unique Items.

The Marine Mammal Commission is an independent micro agency consisting of 14 fulltime-permanent employees. In FY 10 the Commission paid \$3,593.00 for security investigations and \$537 to ADT for physical security.

Instructions for completing form

I. General: The data reported will be Government cost estimates only. The estimates of resource costs should be reported, in the aggregate, for the following categories: (1) Personnel Security; (2) Physical Security; (3) Information Security with subcategories: Classification Management, Declassification, Information Systems Security for Classified Information, and Miscellaneous; (4) Professional Education, Training and Awareness (Education and Training); (5) Security Management, Oversight, and Planning (General Security); and (6) Unique Items. In reporting cost estimates associated with the security and management of classified information, please exclude all costs related to broad areas of assets protection (i.e., protection of property and personnel not specifically related to classified information.) Counterintelligence* resources should also not be included in this data collection. All resources devoted to a classification-related activity should be included in this estimate; however, resources devoted on a part-time basis may be factored out of the estimate if the total time devoted to those activities during the course of the fiscal year is less than 51%. Even though we no longer ask for the number of FTEs, the cost of personnel associated with the security of classified information should be included in the overall cost estimate for each category.

II. Definitions of data to be reported: The primary categories are defined below along with related functional areas to be considered for inclusion. Report only those cost estimates associated with classification-related activities (programs that affect the security of classified information.)

1. Personnel Security: A series of interlocking and mutually supporting program elements that initially establish a Government or contractor employee's eligibility, and ensure suitability for the continued access to classified information.

Clearance Program: Personnel and activities to determine eligibility and suitability for initial or continuing access to classified information or activities.

Initial Investigations: Completing and reviewing Personnel Security Questionnaire, initial screening, filing data in Central Personnel Database, forwarding to appropriate investigative authority, and the investigation itself.

National Agency Check: Include only when used for basis for granting a clearance.

Adjudication: Screening and analysis of personnel security cases for determining eligibility for classified access authorizations and appeals process.

Reinvestigations: Periodic recurring investigations of Government and contractor personnel.

Polygraph: Substantive examinations in security screening process.

2. Physical Security: That portion of security concerned with physical measures designed to safeguard and protect classified facilities and information, domestic or foreign.

Physical Security Equipment: Any item, device, or system that is used primarily for the protection of classified information and installations.

Protective Forces: All personnel and operating costs associated with protective forces used to safeguard classified information or installations, to include but not limited to salaries, overtime, benefits, materials and supplies, equipment and facilities, vehicles, aircraft, training, communications equipment, and management.

Intrusion Detection and Assessment: Alarms, sensors, protective lighting, and their control systems; and the assessment of the reliability, accuracy, timeliness, and effectiveness of those systems used to safeguard classified information or installations.

Barrier/Controls: Walls, fences, barricades, or other fabricated or natural impediments to restrict, limit, delay, or deny entry into a classified installation.

Vital Components and Tamper-Safe Monitoring: Personnel and operating activities associated with the monitoring of tamper indicating devices for containers, doors, fences, etc., which reveal violations of containment integrity and posting and monitoring of anti-tamper warnings or signs.

Access Control/Badging: Personnel and hardware such as badging systems, card readers, turnstiles, metal detectors, cipher locks, CCTV, and other access control mechanisms to ensure that only authorized persons are allowed to enter or leave a classified facility.

Visitor Control: Personnel and activities associated with processing visitors for access to facilities holding classified information.

* Counterintelligence means information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations or persons or international terrorist activities, but not including personnel, physical, document, or communications security programs. (48 C.F.R. 970.0404-1)

3. Information Security:

Classification Management: The system of administrative policies and procedures for identifying, controlling, and protecting from unauthorized disclosure, classified information, the protection of which is authorized by Executive order or statute. Classification management encompasses those resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information.

Declassification: The authorized change in the status of information from classified information to unclassified information. It encompasses those resources used to identify and process information subject to the automatic, systematic, or mandatory review programs authorized by Executive order or statute.

Information Systems Security for Classified Information: An information system is a set of information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of information. Security of these systems involves the protection of information systems against unauthorized access to or modification of information, whether in storage, processing, or transit, and against the denial of service to authorized users, including those measures necessary to detect, document and counter such threats.

Other pertinent definitions under this subcategory:

Information Systems Security Engineering (ISSE): Process that captures and refines information protection requirements and ensures their integration into information technology acquisition processes through purposeful security design or configuration.

Information Systems Security Equipment Modification: Modification of any fielded hardware, firmware, software, or portion thereof, under National Security Agency configuration control. There are three classes of modifications: mandatory (to include human safety); optional/special mission modifications; and repair actions. These classes apply to elements, subassemblies, equipment, systems, and software packages performing functions such as key generation, key distribution, message encryption, decryption, authentication, or those mechanisms necessary to satisfy security policy, labeling, identification, or accountability.

TEMPEST: Short name referring to investigation, study, and control of compromising emanations from information systems equipment.

Communications Security (COMSEC): Measures and controls taken to deny unauthorized individuals information derived from telecommunications and to ensure the authenticity of such telecommunications. Communications security includes cryptosecurity, transmission security, emission security, and physical security of COMSEC material.

Miscellaneous:

Operations Security (OPSEC): Systematic and proven process by which potential adversaries can be denied information about capabilities and intentions by identifying, controlling, and protecting generally unclassified evidence of the planning and execution of sensitive activities. The process involves five steps: identification of critical information, analysis of threats, analysis of vulnerabilities, assessment of risks, and application of appropriate countermeasures.

Technical Surveillance Countermeasures (TSCM): Personnel and operating expenses associated with the development, training, and application of technical security countermeasures such as non-destructive and destructive searches, electromagnetic energy searches, and telephone system searches.

4. Professional Education, Training, and Awareness: The establishment, maintenance, direction, support, and assessment of an information security training and awareness program; the certification and approval of the training program; the development, management, and maintenance of training records; the training of personnel to perform tasks associated with their duties; and qualification and/or certification of personnel before assignment of security responsibilities related to classified information.

5. Security Management, Oversight, and Planning: Development and implementation of plans, procedures, and actions to accomplish policy requirements, develop budget and resource requirements, oversee organizational activities, and respond to management requests related to classified information.

Research, Test, and Evaluation: The development, management, and oversight of an acceptance and validation testing and evaluation program, corrective action reports and related documentation that addresses safeguards and security elements. The examination and testing of physical security systems (construction, facilities, and equipment) to ensure their effectiveness and operability and compliance with applicable directives.

Surveys, Reviews, Accreditation, and Assessments: Personnel and activities associated with surveys, reviews, accreditations, and assessments to determine the status of the security program and to evaluate its effectiveness; development and management of a facility survey and approval program; facility pre-survey; and information technology system accreditation.

Instructions for completing form, continued

Special Access Programs (SAP): Programs established for a specific class of classified information that impose safeguarding and access requirements that exceed those normally required for information at the same classification level. Unless specifically authorized by the President, only the Secretaries of State, Defense, Energy, and the Director of National Intelligence may create a SAP. Sensitive Compartmented Information (SCI) programs are not included as SAPs for the purpose of these estimates; rather SCI security costs are integrated and estimated throughout all categories as appropriate. Do not include costs here that have been reported under the other primary categories.

Security and Investigative Matters: The investigation of security incidents, infractions, and violations.

Industrial Security (Non-Contractor Costs): Those measures and resources directly identifiable as Government activities performed for the protection of classified information to which contractors, subcontractors, vendors, or suppliers have access or possession. Examples of such activities are industrial security reviews, surveys, and the granting of facility clearances, and National Industrial Security Program management and administration.

Foreign Ownership, Control, or Influence (FOCI): The development and management of a foreign ownership, control, or influence program; evaluation of FOCI submissions; the administration and monitoring of FOCI information and development of FOCI notifications.

6. Unique Items: Those department/agency-specific activities that are not reported in any of the primary categories but are nonetheless significant, and need to be included, should be noted in this category. Any unique item must include a narrative on why it should be included and how the figures were developed.

III. How to complete the security costs estimates form. The form (page 1) should include estimates of resource costs in the aggregate for each of the six categories. The cost estimates reported should **not** include costs associated with the broader area of assets protection.

1. Name of Department/Agency. Self-explanatory.

2. Reporting Categories: List cost estimates in dollar amounts. The cost of personnel associated with the security of classified information should be included in the overall cost estimate for each category. If there are no cost estimates to be reported for a particular category, indicate with a "0" in the appropriate block.

3. Totals: Add the totals for blocks 1, 2, 3(a), 3(b), 3(c), 3(d), 4, 5, and 6 and place in the appropriate block.

4. Narrative: In the narrative portion of the form, or in a separate attachment, provide a brief explanation of how cost estimates were determined. If there is a significant difference between the total figures for each fiscal year, explain the differences. Any figure reported within the Unique Items category should be clearly explained in the narrative portion.



Information Security Oversight Office

National Archives and Records Administration



700 Pennsylvania Avenue, NW Washington, DC 20408

December 21, 2010

Memorandum for: Senior Agency Officials Designated under Section 5.4(d) of Executive Order 13526

W. J. Bosanko

From: William J. Bosanko, Director

Subject: Report on Cost Estimates for Security Classification Activities for FY 2010

The Information Security Oversight Office (ISOO) reports annually to the President on cost estimates for security classification activities. This requirement stems from two Executive orders: Executive Order 13526, "Classified National Security Information," and Executive Order 12829, as amended, "National Industrial Security Program" (NISP). In December 1995, the Office of Management and Budget (OMB) requested these cost estimates from the executive branch for the first time under these Orders and pertinent Appropriations Acts.

To meet the requirement of these Executive orders, we request that your estimate of costs for Fiscal Year 2010 be provided to ISOO no later than February 25, 2011. ISOO will report the cost estimates associated with the protection of classified information as a supplement to its Report to the President. Do not report security costs for the protection of property or unclassified information, such as privacy or law enforcement information. Government costs will continue to be reported in the following categories: (1) Personnel Security; (2) Physical Security; (3) Information Security; (4) Professional Education, Training and Awareness; (5) Security Management, Oversight and Planning; and (6) Unique Items. The Information Security category includes the subcategory "Declassification." The attachment provides cost collection instructions and definitions of the six categories along with the form for reporting the cost estimates. Also, please use actual dollar amounts instead of thousands.

Agencies should use the best available information to determine the appropriate allocation of costs among the primary categories and include brief narratives explaining the estimation of figures reported. Appropriate agency personnel, including budget and security personnel, should collaborate on this cost collection process and report. Those agencies with several reporting components should make every effort to provide consistent and complete cost estimate data. The Executive Agent for the NISP will report industry costs separately to ISOO. Negative reports are required. Please contact Peggy Ushman, Senior Program Analyst, Classification Management, on 202-357-6866, if you have any questions.

Attachment

AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: Marine Mammal Commission	Fiscal Year: 2012
--	--------------------------

Point of Contact: (Name and phone number) Cathy Jones, 301-504-0087

Reporting Categories

Please use actual dollar figures.

1. Personnel Security <i>(include clearance program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related activities)</i>	\$250.00
2. Physical Security <i>(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)</i>	\$3,984.12
3. Classification Management <i>(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)</i>	\$0.00
4. Declassification <i>(include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)</i>	\$0.00
5. Protection and Maintenance for Classified Information Systems <i>(include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)</i>	\$0.00
6. Operations Security and Technical Surveillance Countermeasures <i>(include personnel and operating expenses associated with OPSEC and TSCM)</i>	\$0.00
7. Professional Education, Training, and Awareness <i>(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)</i>	\$0.00
8. Security Management, Oversight, and Planning <i>(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))</i>	\$0.00
9. Unique Items <i>(include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)</i>	\$0.00
TOTAL <i>(sum of items 1-9)</i>	\$4,234.12

Narrative: Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.

The Marine Mammal Commission is a micro agency consisting of 14 full time permanent employees. In FY 12 the Commission paid \$250.00 for a new employee's investigation for the HSPD-12 credential. The Commission paid \$3,984.12 to DHS and \$504.59 to ADT for physical security. The Commission does not originate or store classified materials. Three employees maintain security clearances. The purpose of these clearances is to allow staff to attend interagency meetings where classified information is discussed.